**Change Management Plan**

**Purpose of Change Management Plan:**

• This document aims to establish a structured and systematic approach to manage changes in the project.

• It should include details on how to request, review, communicate, and implement changes in the project.

**Change Request Submission:**

• Change requests can be submitted by contacting the project manager to develop and implement an appropriate form for the change.

• The form should include a detailed description of the requested change, the impact it will have on the project, and the reason behind the change.

**Change Request Review:**

• The project manager and technical lead (area specific) will review the change request.

• The review will consider the size, impact, and complexity of the change, as well as the project's schedule and budget.

**Change Communication:**

• The project manager will communicate the change and its outcome to all stakeholders through email or project management platform.

• The communication will include the reason for the change, its impact on the project, and any potential risks.

**Change Implementation Plan:**

• If the change is approved, the project team will develop an implementation plan.

• The plan will include details on how to implement the change, such as the scope, schedule, cost, labour, and technology requirements.  
  
• If the implementation plan is expect to effect scheduling, this will be communicated to the client to be accepted. If it effects deliverable dates, this will also be established in the plan and communicated to the client before final approval.

**Change Result Review:**

• The project manager and technical lead will review the results of the change to ensure it has met its objectives and delivered the expected changes.

• The review will include an assessment of the change's impact on the project, its stakeholders, and any other relevant factors.